



City of Tualatin

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LIBRARY ADVISORY COMMITTEE MINUTES

October 1, 2013

Present: Committee Chair Len Runion
Committee Member Marcus Young
Committee Member Sonya Ambuehl
Committee Member Thea Wood
Committee Member Janiel Santos
Committee Member Victoria King

Absent: Committee Member Alan Feinstein

Public:

Staff: Suzy Coleman, Library Access Services Supervisor

1. CALL TO ORDER

1.1 Committee Chair Len Runion called the meeting to order at 6:31 PM.

2. APPROVAL OF MINUTES

2.1 Thea Wood moved and Sonya Ambuehl seconded that the September minutes be approved as written.

3. COMMUNICATIONS

3.1 Chair: None

3.2 Staff: Library Supervisor Suzy Coleman shared the Paul Hennon would be unable to attend tonight's meeting to discuss the Ice Age Discovery Trail. It will be put on a future agenda.

3.3 Public: None

4. OLD BUSINESS

4.1 **Teen Library Committee:** Janiel Santos shared this was her last meeting and she will miss serving as the teen representative. Everyone thanked her for her service and wished her the best.

4.2 **Personnel Changes:** The Library Manager interviews are scheduled for Monday, October 14th. Interviews for an Office Assistant II took place last week and a candidate was selected and is now being vetted. The Library Assistant interviews are scheduled for October 2nd and 3rd.



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5. **NEW BUSINESS**

5.1 Use of PINs for library patrons: Suzy Coleman gave an overview of an option seven WCCLS libraries are using that requires the patron to enter their Personal Identification Number (PIN) after they scan their library card at a self-check machine.

The benefit of this requirement is it would prevent anyone misusing a library card that was not theirs at these machines. Another benefit is we could once again allow patrons to enter their library card number using the touch screen instead of scanning the card if they desired. This was a popular option in the past that was stopped as we didn't require the PIN for security.

The drawback is that some patrons do not know their PIN, so alerting and educating patrons about this new requirement might slow the check out process for some.

5.2 TLAC Appointments: Two current members, Thea Wood and Sonya Ambuehl, whose terms expire in October, have both expressed a desire to be reappointed. Janiel Santos's term also expired in October and it is not known at this time who will succeed her. Victoria King offered to be the new chair and her offer was greeted by a unanimous vote to approve her for chair. Marcus Young agreed to serve as vice chairperson and there was another unanimous vote to approve him as vice chairperson.

6. **COMMUNICATIONS FROM COMMITTEE MEMBERS**

6.1 Members: The question was raised if reappointed members need to be re-interviewed by the council. Suzy Coleman said she would verify if this was required or not and report back.

7. **FUTURE AGENDA ITEMS**

- 7.1 Ice Age Discovery Trail
- 7.2 Review Library Ordinances
- 7.3 Civic Technologies
- 7.4 Report on the Library Managers September Policy Group Retreat

8. **ADJOURNMENT**

Meeting was adjourned at 7:32 p.m.

_____, Suzy Coleman, Recording Secretary